

**ATTACHMENT J-8**

CLIENT AUTHORIZATION LETTER

INSERT DATE HERE

Dear Client:

We are currently responding to the NASA Ames Research Center Request for Proposal (RFP) for the Steam Vacuum System NOx Emission Reduction System.

NASA Ames Research Center is continuing to place increased emphasis on past performance as a source selection factor. As such, a requirement of their solicitation is that past clients of ours be identified and participate in the evaluation process. You are hereby authorized to respond to this and other inquiries.

We have identified \_\_\_\_\_ of your organization as the point of contact based on his/her knowledge concerning our work.

Please complete the enclosed Past Performance Questionnaire and forward it directly to NASA Ames Research Center, Attn: William Hale, JAC: 241-1, Moffett Field, CA 94035-0001. E-mail responses may be sent to the following address: [william.hale@nasa.gov](mailto:william.hale@nasa.gov). Fax submissions are not acceptable

A response to this questionnaire is requested to the above address no later than **May 29, 2012**.

Your cooperation is appreciated. Any questions may be directed to the undersigned.

Sincerely,

Enclosure

## PAST PERFORMANCE QUESTIONNAIRE

**OFFEROR'S HISTORICAL DATA:**

## OFFEROR IDENTIFICATION

Offeror: \_\_\_\_\_

Contract (or grant, cooperative or other agreement) No.: \_\_\_\_\_

Contract Title: \_\_\_\_\_

**CONTRACT INFORMATION.** Please provide the following information  
for the contractor and contract number identification in 1.A. above:

Contract Type: \_\_\_\_\_

Contract Purpose (e.g., support service, R&amp;D, etc.)? \_\_\_\_\_

\_\_\_\_\_

Contract Award Date: \_\_\_\_\_

Period of Performance: \_\_\_\_\_

Total Contract Value: \_\_\_\_\_

Value of Contractor's Share: \_\_\_\_\_

Was the contractor a prime contractor?

☐ yes☐ no; or subcontractor?☐ yes☐ no

Competitive?

☐ yes☐ no

Follow-on?

☐ yes☐ noIs the contract currently in an overrun situation, which required a change order? ☐ yes ☐ no

If yes, please explain (please address any overruns resulting in change orders and their impact on  
overall cost performance):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide the program title and the nature of the effort (i.e., describe the scope of the effort,  
the type of tasks involved, labor skills used, and products/support delivered).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any serious performance problems, any termination for default, any environmental  
violations, or any safety violations cited?

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

## 2. RATINGS AND QUESTIONS:

### A. RATINGS. Please review this questionnaire based on the following guidance:

1. Please return the completed questionnaire within five working days. A telephone interview may be conducted to obtain your responses or for clarification purposes.
2. You are urged to read the questionnaire and supplement your own knowledge of the offeror's performance with the judgment of others (e.g., coordinated effort between the Contracting Officer and the Technical Point of Contact) in your program. In addition to providing the information for the contract or order identified, we solicit your comments on other similar contract or order that your activity has with this offeror.
3. For each item requesting a rating, respond with the rating that best describes the contractor's performance for the referenced contract or order. If an item is not applicable to your contract order, or if you do not know how the contractor performed/is performing on that item, please respond N/A. The rating scale is defined as:

Excellent (E)	Consistent record of relevant exceptional past performance by the offeror and any proposed major subcontractors on work requirements of the contract; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
Very Good (VG)	Consistent record of relevant successful past performance by the offeror and any proposed major subcontractors on work requirements of the contract; demonstrating very effective performance that would be fully responsive to contract requirements with contract requirements accomplished in a timely, efficient, and economical manner for the most part with only minor problems with little identifiable effect on overall performance.
Good (G)	Successful relevant past performance by the offeror and any proposed major subcontractors on work requirements of the contract; and it demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Neutral (N)	Neutral score. Assigned to offerors without a record of relevant past performance or for whom information on past performance is not available
Satisfactory (S)	Successful relevant past performance by the offeror and any proposed major subcontractors on work requirements of the contract; demonstrates meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Poor (P)	The Offeror's relevant past performance demonstrates performance that does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; problems in one or more areas, which adversely affect overall performance.

**B. GENERAL QUESTIONS**

1. This contract included support in the following areas: (Check all that apply.)

- ☐ NOx Emission Reduction System replacement in California  
☐ HVAC WORK  
☐ Management and execution of projects ranging from \$2-\$5 million  
☐ Quality Assurance  
☐ Worked at government facilities  
☐ Other

**C. TECHNICAL PERFORMANCE**

		N/A	E	VG	G	N	S	P
1	Ability to deliver the project that meets or exceeds performance requirements within cost estimates and schedule.							
2	Ability to effectively manage and control subcontractor performance.							
3	Rate the contractor's ability to resolve unexpected problems in a timely, effective manner.							
4	Overall responsiveness to communicating and interfacing with the Government.							
5	Effectiveness of jobsite supervision.							
6	Compliance with labor standards.							
7								
8	Adequacy of quality control.							

**D. Safety and Security**

		N/A	E	VG	G	N	S	P
1	Adequacy of Safety Plan and implementation of plan.							
2	Adherence to established security procedures.							

**E. CONTRACT MANAGEMENT**

		N/A	E	VG	G	N	S	P
1	Rate the contractor's conformance with the terms and conditions of the contract, including delivery of products and reports, and adherence to cost and schedule constraints.							
2	Rate the contractor's ability to attract and retain							

	high-caliber key personnel and technical employees to address contract objectives.							
3	Rate the contractor's ability to meet applicable goals for small business participation under contracts that required subcontracting plans.							
4	Effectiveness of contract closeouts and payment of subcontractors.							

**F. OTHER QUESTIONS**

1. Given the choice, would you award to this contractor again?

☐ Yes ☐ No

Comments:

---



---

**RESPONDENT INFORMATION:**

Name (printed) \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Contracting Agency or Customer \_\_\_\_\_

Office Designation: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Relationship to Program: \_\_\_\_\_

Length of Involvement in Program \_\_\_\_\_